



## Curriculum Editor Guide

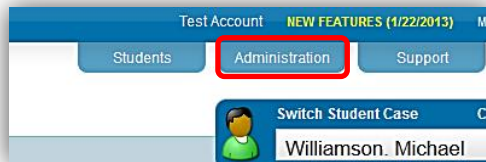
### PURPOSE

This brief guide will illustrate how to use Catalyst's Curriculum Editor for your organization. By utilizing our curriculum editing process, you can:

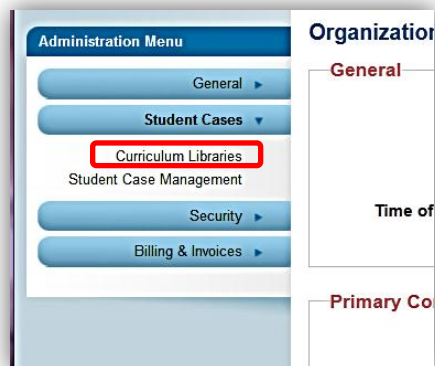
- Create and share pre-defined curriculum libraries for your organization
- Create and share a document library for your organization
- Import goals, documents, and curriculum from your organization to your student(s)

### CREATING A CURRICULUM LIBRARY

To find the Curriculum Editor, log into the Student Portal, and select the Administration tab.



From there, click "Student Cases" from the Administration Menu, and select "Curriculum Libraries."



To create a library, click the "New Curriculum Library" link.

**Administration Menu**

- General
- Student Cases
  - Curriculum Libraries
  - Student Case Management
- Security
- Billing & Invoices

**Curriculum Libraries**

My Libraries

NAME	TARGETS/GOALS	DOCUMENTS
Early Intervention	<a href="#">View Targets/Goals</a>	<a href="#">View/Edit Documents</a>
Life Skills	<a href="#">View Targets/Goals</a>	<a href="#">View/Edit Documents</a>

New Curriculum Library

Create and save a name for your library (ex: *Early Intervention*, *Life Skills*, *Dunwoody Location*).

Create Curriculum

Curriculum Information

Name:

Cancel

Save

Begin adding items to your library by selecting “View Target/Goals,” then clicking “New Goal.”

Curriculum Libraries

My Libraries > DataFinch Library > Targets

--SKILL AREA--
--PROGRAM--
TARGET
TYPE
AUTO OPEN
ACTIONS

New Goal

The “Add Goal” window will allow you to customize several aspects of the item, including Goal Names. If a field has been previously entered, the field will present you with the option to auto-populate the information.

Add Goal

Target Information

Skill Area:

Program:

Target Name:

Goal Name:

SD:

Desired Daily Trials:

Auto-Open Order:

Target Type:

Notes for Instructor:

Cancel

Save

After you save, the item will be added to your library's bank, and you can repeat the process to add more items as needed. You can also use the drop-down menus at the top to narrow the display by Skill Area and/or Program. Editing and deletion controls appear to the right of each item.

**Curriculum Libraries**

My Libraries > Early Intervention > Targets

-SKILL AREA-	-PROGRAM-	TARGET	TYPE	AUTO OPEN	ACTIONS
EXPRESSIVE SKILLS	Expressive Labeling 2D	Bird	DTT	manual	Edit   Delete
IMITATION	Expressive Labeling 2D	Cup	DTT	manual	Edit   Delete
INTRAVERBAL LANGUAGE	Expressive Labeling 2D	Shoe	DTT	manual	Edit   Delete
MATCHING	Expressive Labeling 2D	Shirt	DTT	manual	Edit   Delete
PUZZLES	Expressive Labeling 3D	Chair	DTT	manual	Edit   Delete
RECEPTIVE SKILLS	Expressive Labeling 3D	Phone	DTT	manual	Edit   Delete
SELF HELP	Labeling Letters	A	DTT	manual	Edit   Delete
Expressive Skills	Labeling Letters	B	DTT	manual	Edit   Delete
Expressive Skills	Labeling Letters	C	DTT	manual	Edit   Delete
Expressive Skills	Labeling Letters	D	DTT	manual	Edit   Delete
Imitation	Echoic Language	words	Echoic	manual	Edit   Delete
Imitation	Echoic Language	vowel sounds	Echoic	manual	Edit   Delete

If you would like to add documents to your library, you may do so on the Curriculum Libraries main page. You can upload word documents, excel documents, and/or pictures.

**Curriculum Libraries**

My Libraries

NAME	TARGETS/GOALS	DOCUMENTS
Early Intervention	<a href="#">View Targets/Goals</a>	<a href="#">View/Edit Documents</a>
Life Skills	<a href="#">View Targets/Goals</a>	<a href="#">View/Edit Documents</a>

[New Curriculum Library](#)

## USING A CURRICULUM LIBRARY

To import a Curriculum Library for a student, go to the desired student's Setup Tab, and select the curriculums sub-tab.

**Student Portal**

Switch Student Case: [Randolph, Justin](#) [Go](#) [Create New Student](#)

Overview | Skills Acquisition | Behavior Reduction | Documentation | Analysis & Reporting | Data Entry | Setup

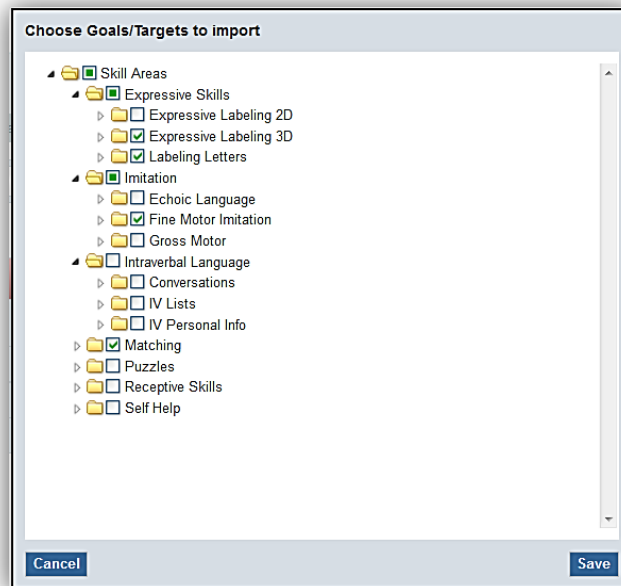
Demographics | Settings | Playlists | **Curriculums** | Mastery Criteria | Baseline Criteria | Maintenance Criteria

**Import from Curriculum Libraries**

My Libraries

NAME	IMPORT TARGETS/GOALS	IMPORT DOCUMENTS
Early Intervention	<a href="#">Choose Targets/Goals</a>	<a href="#">Choose Documents</a>
Life Skills	<a href="#">Choose Targets/Goals</a>	<a href="#">Choose Documents</a>
DataFinch Library	<a href="#">Choose Targets/Goals</a>	<a href="#">Choose Documents</a>

By selecting "Choose Targets/Goals," you can view the programs available, and choose how much and which parts of the library you would like to use.



Save, and the information will be instantly added to your student's portal, ready for you to use and begin data collection.

Student Portal						
<div> <div>Overview</div> <div>Skills Acquisition</div> <div>Behavior Reduction</div> <div>Documentation</div> <div>Analysis &amp; Reporting</div> <div>Data Entry</div> <div>Setup</div> </div>						
<div> <div>Expressive Skills</div> <div>Imitation</div> <div>Matching</div> <div>+ Add Skill Area</div> </div>						
Matching Programs						All   Active   Archived
PROGRAM NAME	TARGETS	OPEN	MASTERED	% COMPLETE	AVG MASTERY	ACTIONS
Identical 2D-2D Matching	3	0	0	0%	N/A	Actions
Match Associations	3	0	0	0%	N/A	Actions
Non-Identical 2D-2D Matching	3	0	0	0%	N/A	Actions
Picture to Object Matching	3	0	0	0%	N/A	Actions

## SUPPORT

If you have questions/concerns regarding the Curriculum Editor, please email [support@datafinch.com](mailto:support@datafinch.com) for technical support.